



**Development Services Department**

**Realty Services Division**

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111 Syndicate Avenue S., P.O. Box 800  
THUNDER BAY, ON P7C 5K4

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Web Site: [www.thunderbay.ca/realty](http://www.thunderbay.ca/realty)

# PART I - APPLICATION

## LICENCE OF OCCUPATION AGREEMENT FOR NEW CONSTRUCTION

(PLEASE PRINT CLEARLY)

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_ 20\_\_

TELEPHONE # \_\_\_\_\_ FAX# \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
*(Full Names of all Registered Owners if different from Applicant)*

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN): \_\_\_\_\_

DESCRIPTION OF PROPOSED ENCROACHMENT(S): \_\_\_\_\_

MAILING ADDRESS *(If different from above)*: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

This completed Application (Parts I and II inclusive), together with the following, **must** be submitted to Realty Services for review and approval of the requested Licence of Occupation Agreement:

- An Administration Fee in the amount of **\$250.00**;
- Current Annual Fee in the amount of **\$50.00**; and
- Fully Dimensioned Sketch showing the location(s) of the proposed encroachment(s).

UPON approval of this Application by Realty Services, together with written approval for permission to encroach by all servicing departments and agencies, the Applicant will be notified of such approval and will be required to submit a Deposit (in an amount as determined by Realty Services) for a Building Location Survey to be prepared once construction is complete. Upon receipt of the required Deposit, preliminary approval for construction will be granted and the Building Services Division/Licensing & Enforcement Division will be notified of such approval. Once Realty Services is advised that construction is complete, the Building Location Survey will then be prepared and the appropriate Licence of Occupation Agreement will be forwarded to the Applicant for execution. Upon receipt of the executed Agreement and a completed Certificate of Insurance (see Standard Insurance Requirements attached), the Agreement will then be executed by the General Manager, Development Services Department, and a fully executed copy will be forwarded to the Applicant. The annual \$50.00 fee for every subsequent year will be included and form part of the Final Instalment of Realty Taxes for the subject property.

**Part II – APPROVAL FOR NEW CONSTRUCTION**

**CITY OF THUNDER BAY – PLANNING DIVISION**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – ENGINEERING DIVISION**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY TELEPHONE**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY HYDRO**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**Part II – APPROVAL FOR NEW CONSTRUCTION**

**UNION GAS**

**PERMISSION TO ENCROACH**     **Yes**                       **No**

**CONDITIONS/COMMENTS:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Name & Title (Please Print)

**DATE:** \_\_\_\_\_, 20\_\_\_\_    \_\_\_\_\_  
**AUTHORIZED SIGNATURE**

**SHAW CABLE**

**PERMISSION TO ENCROACH**     **Yes**                       **No**

**CONDITIONS/COMMENTS:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Name & Title (Please Print)

**DATE:** \_\_\_\_\_, 20\_\_\_\_    \_\_\_\_\_  
**AUTHORIZED SIGNATURE**